



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307

**(Internal/ External)**

**Department: Hobart Township Assessor**  
**1459 South Lake Park Ave**  
**Hobart, IN 46342**

**Position: Deputy Assessor**

**Classification: Full Time**

**FLSA: Non-Exempt**

**Direct Reports: 2**

**Reports to: Assessor & Deputy Chief of Staff**

**Requirements: High School Diploma/ G.E.D., Indiana Assessor / Appraiser Level 2 Certification (Candidates would attain the required knowledge, skills and level of certification through daily office procedures and completion of coursework for each level of certification. Equivalencies will be considered.) Must possess strong mathematical, organizational, time management, and communication skills. Must have effective stress management skills.**

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**Purpose of Position/ Summary:**

To determine the value of properties, field reviews and inspections. Enter real estate and sales data, process assessment forms, prepare agenda for PTABOA, and assist in various departments as needed.

**Essential Duties/Responsibilities:**

- Ability to physically inspect properties and measure improvements
- Review information about transfers of property to ensure accuracy
- Checking basic information on buyers, sellers, and sales prices and making corrections as necessary
- Must have knowledge of INCama software, Microsoft Word, Excel, GIS and MLS
- Logging each appeal in INCama and updating the status
- Researching and extracting market data
- Evaluating the market evidence provided
- Tracking all evidence provided and creating income, cost, and sale models
- Completing property record cards for the total assessed value of property
- Reassessment of all real property
- Assess the concerns and needs of taxpayers and provide excellent customer service
- Ability to walk outdoors for extended periods of time to assess property

**QUALIFICATIONS / EDUCATION REQUIREMENTS:**

- High school diploma or equivalent. Office experience preferred.
- Basic English, Math and Spelling skills
- Availability to work full-time or part-time
- Customer Service and Basic Telephone etiquette
- Must maintain a high degree of professionalism and confidentiality
- Experience with Word, Excel and other computer applications

**OTHER DUTIES:**

Perform all other duties as required.

**PHYSICAL REQUIREMENTS OF THE POSITION:**

Must be able to walk outdoors for extended periods of time, on uneven surfaces. Position requires full use of arms, hands, and legs and tolerate continuous periods of repetitive motion activity. Be able to lift 20lbs, bend, walk, and reach overhead.

**RESPONSIBILITY FOR SAFEGUARDING ASSETS:**

Make sure that supplies are maintained and ordered as needed.

**RESPONSIBILITY FOR RESULTS:**

Work should be done on a consistent basis to the satisfaction of supervision, management.

**SPECIFIC SKILLS INCLUDE:**

Work cohesively with peers, ability to work as a team with supervisors, staff, and the general public.

**All Resumes and applications must be sent to the Human Resources Department of Lake County**

**Attn: Human Resources  
2293 North Main Street**

**\*\* Applications are located on the 3<sup>rd</sup> floor of Government Center in the Human Resource Office.**